

Indiana Dual Credit

Frequently Asked Questions

Indiana Department of Education &
Commission for Higher Education
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INDIANA COMMISSION *for*
HIGHER EDUCATION

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GENERAL INFORMATION

1. What is dual credit?

In Indiana, 'dual credit' is the term given to courses in which high school students have the opportunity to earn both high school and college credits in the same course. Dual credit courses are taught by high school faculty, college faculty, or adjunct college faculty either at the high school, at the college or university, or sometimes through online courses or distance education. Dual credit is offered by both state and independent (private, regionally accredited) colleges and universities. ([IC 21-43-1-2.5](#)) ([Back to top](#))

2. Are Indiana high schools required to offer dual credit courses?

Yes. Indiana law currently requires each Indiana high school to offer a minimum of two dual credit courses. The intent is to expand opportunities for students to take college-level coursework while in high school. It also provides an opportunity to fulfill the Core 40 with Academic Honors (AHD) and Core 40 with Technical Honors (THD) diploma requirements using the dual credit options, and will help more students prepare for college and careers. [IC 20-30-10-4](#) ([Back to top](#))

3. What is the difference between 'post-secondary enrollment opportunities', 'dual credit', 'concurrent enrollment', 'double up' and other similar terms?

Postsecondary Enrollment Opportunities include dual credit courses, concurrent enrollment courses, and early college programs."Definitions for these terms were established in Indiana code; see [IC 21-43-1-2.5](#) [The "Double Up" program and related statutes were repealed in 2013.] ([Back to top](#))

4. How does a high school establish a dual credit program?

Dual credit programs are established through a formal agreement between a school corporation and a postsecondary institution. For additional information, review [IC 21-43-4](#). Every college or university campus has an individual responsibility for dual credit arrangements. These "dual credit agreements" – often called MOUs or Memorandums of Understanding – explain all aspects of the arrangement, including instructor requirements, how credits will be awarded, course specifications, the method by which the high school will receive verification that the student earned college credit, and the date by which the high school must receive such verification. ([Back to top](#))

5. What is an 'Early College' program?

"Early College" means an academic program consisting of a series of dual credit courses or concurrent enrollment courses, or both, which allow a high school student to earn both a high school diploma and:

1. An associate degree that has been approved by the Indiana Commission for Higher Education (ICHE); or
2. Up to two years of academic credit toward a baccalaureate degree. [IC 21-43-1-2.7](#); or
3. The Statewide Transfer General Education Core (STGEC)

For more information about Early College and the Early College Network, click [here](#). ([Back to top](#))

6. What is the Core Transfer Library (CTL)?

The [Core Transfer Library \(CTL\)](#) was developed in response to legislation passed in 2005 to enable students to transfer college credits from one college to another. Courses on the CTL generally will transfer among all Indiana public college and university campuses, assuming adequate grades have been earned by the student. Core Transfer Library courses will meet the general education free elective requirements of undergraduate degree programs, and a significant majority of CTL courses will also count as one-to-one equivalents to the course taught on the Indiana public campus to which the student matriculates. The CTL is maintained by the CTL subcommittee of the Statewide Transfer and Articulation Committee (STAC) with input from Indiana’s public and independent colleges and universities. ([Back to top](#))

7. What is the Priority Course List (PCL)?

The Priority Course List/Liberal Arts (PCL-LA) and the Priority Course List/Career and Technical Education (PCL-CTE) are designated on the [State Approved High School Course Titles Summary](#). Courses marked X-PCL-LA in the Dual Credit column are in the subset of courses found in the Core Transfer Library (CTL) that have been approved by the ICHE to be included on the Priority Course List/Liberal Arts as of August 2013. Courses marked X-PCL-CTE are those Career and Technical Education (CTE) courses on the state approved Priority Course List/Career and Technical Education and for which credit applies to undergraduate degree programs or certificates.

If the high school has a formal agreement with a college to award dual credit for these courses, students may earn both high school credits and transcribed college credits as specified in the dual credit agreement. Per Indiana legislation, the college can charge high school students no more than \$25 per college credit for PCL-LA and PCL-CTE courses and the college receives funding as part of the ICHE’s Dual Credit biennium budget recommendation. ([Back to top](#))

8. Toward what post-secondary degree requirements will courses on the Core Transfer Library (CTL) count?

At a minimum, all college Core Transfer Library (CTL) courses will meet the general education or free elective requirements of undergraduate degree programs and a significant majority of CTL courses will generally count as one-to-one equivalents to courses taught at the receiving campus. Many CTL courses will also count for specific course requirements in degree programs.

For example, assume a student is enrolled in a bachelor’s degree program requiring an American History I course. That student could take any course listed in the CTL under American History I, from any public

campus, and that course could apply toward meeting the student's degree requirements, in the same way as the equivalent American History I course on that student's home campus. Likewise, students planning to transfer could expect that the American History I course they have taken at their current campus would apply in the same way as the American History I course at their new campus. The requirements for many associate's and bachelor's degree programs include general or free electives which can be satisfied by taking courses of the student's choice. Credit hours generated by courses listed in the CTL would satisfy these requirements, up to the credit hour limit set for the particular degree program, with the degree-granting college's approval.

For example, a student enrolled in a bachelor's degree program requiring nine semester hours of electives might select any three, three-credit courses listed in the CTL, from any public campus, to meet this requirement. ([Back to top](#))

9. Are dual credit courses from private/independent colleges in Indiana in the Core Transfer Library (CTL)?

Courses offered for dual credit by some independent institutions have been reviewed, with transfer course equivalencies identified in the CTL. Many independent institutions will be included in the ICHE's list of endorsed dual credit programs, known as the Preferred Provider List. Find the latest information on these courses and dual credit programs at TransferIN.net.

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10. What is the Preferred Provider List?

The [Preferred Provider List](#) was first compiled and approved by ICHE in 2011, after review of statewide dual credit programs and is updated on an annual basis. The list includes all National Alliance of Concurrent Enrollment Partnerships (NACEP) accredited institutions and those that have submitted materials and have been reviewed by the Indiana Dual Credit Accreditation Program. The programs reviewed are only those that offer dual credit to high school students in the high school setting, taught by high school faculty. The Indiana Department of Education (IDOE) encourages high schools to choose from the Preferred Provider List when establishing a program in the high school. ([Back to top](#))

11. What is the Statewide Transfer and Articulation Committee (STAC)?

Originally created by the ICHE in April, 2000, STAC was formally codified into state law by the General Assembly in 2003. STAC consists of 2-3 members from each public postsecondary institution, appointed by the institution's president; it also includes representation from the Independent Colleges of Indiana and three specific independent institutions. STAC's meetings are the forum for discussing all matters related to the transfer of credit, such as state and institutional policies and practices; and technological applications, including the TransferIN.net website and related infrastructure, as well as electronic transcripts. ([Back to top](#))

HIGH SCHOOL STUDENT INFORMATION

12. Must high school students be a certain age or grade level to earn dual credits?

Legislation passed in 2011 eliminated the grade level requirements for dual credit. [IC 21-43-4-6](#) requires corporations to notify students in grades 8 and above about dual credit programs/options available to them. A postsecondary institution may establish policies that require a minimum level of preparation and/or other entry requirements for their courses. ([Back to top](#))

13. Is there a limit to how many dual credits a student may earn?

There is no longer a state-imposed limit on dual credits; however, individual high schools or institutions of higher education may establish their own policies in this regard. Additionally, a student must achieve at least the equivalent of a 2.0 on a 4.0 unweighted grading scale, as established by the eligible institution, in order for the student to enroll in subsequent related dual credit course work in the same subject area. [IC 21-43-1-2.7](#) ([Back to top](#))

14. Is there an established guideline for how many high school credits should be awarded for a 3 credit hour college credit course? A 5 credit hour college credit course?

Local high schools have the flexibility to determine the number of high school credits that should be awarded for a dual credit course based on these general guidelines:

The number of high school credits awarded for a dual credit course cannot exceed the number of credits listed on the bulleted portion of the [State Approved High School Course Titles and Descriptions](#) document. For example, a student completing a senior English course through a dual credit course with Indiana University would earn two high school credits for the year.

Typically, a **one** semester college course transfers in as **one** high school credit and a **two** semester college course as **two** high school credits. The exception is when a one semester college course covers the equivalent of two semesters worth of a high school course (which typically happens with a World Language dual credit course). In those cases, since the content of the course is equivalent to two semesters worth of high school material, the student should receive two credits. ([Back to top](#))

15. Do colleges and universities give preference to students who have completed multiple dual credit courses in high school?

Depending on the dual credit course and grade, completion of dual credits is often an indication of a high school student's motivation and academic interest in college. Colleges may look favorably upon dual credits when considering students for admission or for advanced academic standing. ([Back to top](#))

16. What support is available for students from lower income families who want to complete dual credit courses?

Public dual credit college tuition is waived by the college for students who qualify for the Free and/or Reduced Lunch program and who are approved for dual credit courses. In order for tuition to be waived, courses must be part of the college Core Transfer Library and an agreement must be entered into by the school corporation and the public postsecondary institution. If courses are taken at an Ivy Tech Community College site and by a student for whom Ivy Tech has waived tuition, the school corporation may be responsible for tuition for each year the student is included in the school corporation's ADM (Average Daily Membership). Specific details for implementing this provision may vary and will be worked out between Ivy Tech and the school corporation.

Indiana Code [21-43-1.5-1](#) gives the Indiana Commission for Higher Education (ICHE) the authority to set approved dual credit courses including Liberal Arts and CTE (Career and Technical Education) courses, and set the cost charged to students by public colleges and universities. This cost has been set at \$25/credit hour maximum for 2014-15 for courses that appear on the Priority Course List/Liberal Arts (PCL-LA) or Priority Course List/Career and Technical Education (PCL-CTE.) ([Back to top](#))

17. May a student with an Individualized Education Plan (IEP) take dual credit courses?

Yes. While the curriculum and summative assessments in dual credit courses are dictated by the higher education institution, teaching methodology, classroom accommodations, instruction, formative assessments, homework, and the like are decided upon and implemented by the high school teacher – who must be approved by the postsecondary institution in order to teach the college level course. When establishing their MOU, a secondary school must seek approval of allowable accommodations at the postsecondary institution and be prepared to reflect any differences between high school accommodations and dual credit course accommodations in the IEPs or 504 plans of individual students.

Secondary schools need to provide special education services that are compliant with the Individuals With Disabilities Education Act (IDEA) and Subpart D of Section 504, while postsecondary institutions need to comply with the Americans with Disabilities Act (ADA). Postsecondary institutions that receive federal funding are also required to comply with Subpart E of Section 504. At the postsecondary level, both the ADA and Subpart E of Section 504 prohibit discrimination on the basis of disability.

Awarding college credit is at the discretion of the postsecondary institution; any academic accommodations provided in dual credit courses must ensure that the academic standards of the institution are met in order for the student to receive college credit for those courses.

For more information on students with disabilities and preparation for postsecondary education, visit: [USED Office for Civil Rights](#). ([Back to top](#))

18. What is the relationship between dual credit and Core 40 with Academic Honors Diploma (AHD) or the Core 40 with Technical Honors Diploma (THD)?

Students wishing to complete either the AHD or THD diplomas may use dual credit as one of several options. Dual credit courses that may be used for Core 40 with Academic Honors and Technical Honors are designated on the [State Approved High School Course Titles Summary](#), published on the IDOE's Course Titles and Descriptions web page. Any course on that list marked with an X in the Dual Credit column has been approved to count for dual credit reporting for A-F Accountability and for BOTH Academic Honors Diploma (AHD) and Technical Honors Diploma (THD) if the student is enrolled in a college course and earns transcribed college credits. For the most current information on diploma requirements, visit: [IDOE Indiana's Diploma Requirements](#). ([Back to top](#))

19. What are "transcribed college credits" as referred to in the requirements for a Core 40 with Honors diplomas?

"Transcribed" means that the postsecondary institution must provide a student transcript showing the college credits that have been earned. The courses in the CTL meet these requirements. Secondary schools should work to ensure that their agreement with the postsecondary institutions includes the provision of student transcripts for those dual credit courses offered in the high school. ([Back to top](#))

*20. Will **any** dual credit course count toward completing one of the dual credit options of the Core 40 Diplomas with Academic Honors (AHD) and Technical Honors (THD)?*

No. As of 2011, the Indiana State Board of Education narrowed the scope of courses that fulfill the dual credit options of the AHD and THD. Beginning with the Class of 2016, these courses are only those so designated on the [State Approved High School Course Titles Summary](#). College credit awarded upon matriculation to a specific institution are a demonstration of proficiency in the content area and do not meet the ICHE's definition of a dual credit course. Therefore, these courses are not included in those allowed for the Honors Diplomas. ([Back to top](#))

*21. Do **articulated** college credits or credit upon matriculation count for the AHD?*

No. Only dual credit college courses from the IDOE Priority Course List that result in verifiable, transcribed college credits that are awarded (immediately) upon completion of the course and transcribed by the college may count toward the dual credit options of the AHD or THD diplomas. IDOE Priority Course List [Link](#) ([Back to top](#))

*22. May students complete dual credit courses **not** listed on the college Core Transfer Library (CTL)?*

Yes, if approved by the high school and the accredited postsecondary institution. However, State Board of Education policies for the Honors Diplomas requirements state that only those courses designated for dual credit on the current [State Approved High School Course Titles Summary](#) will count toward the Honors diplomas (both Academic and Technical), starting with the Class of 2016. ([Back to top](#))

SECONDARY/POST-SECONDARY REQUIREMENTS

23. Does dual credit factor into the school accountability grade?

Yes. The four indicators in the current (CCR) College and Career Readiness metric are:

1. Indiana Department of Education (IDOE) approved dual credits verifiable by a transcript;
2. Advanced Placement (AP) scores of 3 or higher on an exam;
3. International Baccalaureate (IB) scores of 4 or higher on an exam; and
4. IDOE approved Industry Certifications.

CCR is calculated as an unduplicated number (percentage) of all high school graduates in a given year who earn any one of these four credentials. A list of courses that will count toward accountability can be found at the following link: [Approved High School Course Titles Summary](#) ([Back to top](#))

24. My school corporation is on the state border. Can out-of-state colleges and universities offer dual credit in my high school?

Yes. High schools can enter into dual credit agreements with any accredited postsecondary institution. However, those dual credits that are not part of the [Core Transfer Library](#) do not meet the requirements of the law and cannot be guaranteed to transfer between Indiana colleges and universities. Out-of-state institutions are also not required to waive tuition for Indiana students who participate in the Free and/or Reduced Lunch program. ([Back to top](#))

25. Can a student earn college credit from two higher education institutions for the same dual credit course?

No. A high school may have several dual credit agreements with higher education institutions for the same course or multiple courses; however, students must enroll in the institution in order to earn the dual credit and may only earn college credit(s) from one higher education institution for each course they have enrolled in at the beginning of the year/semester. In other words, students may not take the same course at different institutions in order to earn dual credit. ([Back to top](#))

26. Are AP or IB courses considered dual credit courses?

No. Advanced Placement (AP) refers to the courses and corresponding exams offered in high school by the [College Board](#). While AP courses are rigorous, they do not fit into the ICHE's definition of dual credit, as AP courses are not offered by a college and do not automatically result college credit. The

same is true for International Baccalaureate. For more information about IB programs in Indiana, click [here](#).

However, as of 2011, students who earn a score of 3 or higher on an AP exam shall receive college credit toward their degree at all Indiana public institutions of higher education; this includes all two-year and four-year schools.

Indiana public postsecondary institutions may require a score higher than 3 to award credit for a course that is part of a student's major, but the student must still receive credit that counts toward his/her overall degree requirements. Indiana public postsecondary institutions have determined how each AP course and exam score will distribute within and outside of major fields. Information is available on the TransferIN website: www.transferin.net/ap.aspx

Because an AP course - if taught strictly using the high school AP curriculum - is not entitled to dual credit, the IDOE position is that if agreements are made to offer a dual credit/AP hybrid in a high school (that is, some students take the course for AP credit and some in the same section take it for dual credit), both the public postsecondary institution and the high school have a responsibility to make sure that the students are advised about the potential outcomes related to obtaining either college credit for their AP exam score or dual credit, and whether these credits will be equivalent.

(At some institutions, IB exam scores may be considered for college credit; it is recommended that students check with the admissions office at their college of choice regarding their policy.) ([Back to top](#))

27. What conditions **must** be met for dual credit courses to be taught on high school campuses?

Per [ICHE policy](#), the conditions that must be met for dual credit courses taught on high school campuses include the following:

1. Postsecondary campuses shall take appropriate steps to ensure that dual credit courses are of **identical quality and rigor to qualify for college credit**; in this regard, postsecondary dual credit programs shall embody the following characteristics:

a) All secondary students taking dual credit courses shall meet the same academic prerequisites for taking those courses as apply to students taking the same courses on the postsecondary campus; beyond that, the secondary school and the postsecondary campus may jointly establish additional criteria for determining how students are selected into dual credit courses;

b) Course syllabi used for dual credit courses in liberal arts, professional, and career/ technical disciplines **shall be identical to course syllabi** used in the same courses taught on the postsecondary campus, including **class assignments, laboratory experiments, examinations; and textbooks** shall be comparable;

c) Student learning outcomes expected for dual credit courses in liberal arts, professional, and career/technical disciplines shall be the same as student learning outcomes expected for **the same courses taught on the postsecondary campus.** ([Back to top](#))

28. How is dual credit reported to the IDOE?

Public schools (traditional and charter) and state-accredited nonpublic schools (fully accredited and freeway) will submit dual credit data as part of the Course Completion (IDOE-CC) collection.

For all other (non-state-accredited) nonpublic schools participating in the CHOICE Scholarship program, that do not participate in the DOE-CC collection, there is a separate collection, the Nonpublic Student Dual Credit Completion (DOE-ND), to allow for submission of dual credits earned by their students. Updated course titles can be found [here](#).

As a reminder: Advanced Placement (AP) and International Baccalaureate (IB) courses may not be submitted as dual credit. ([See question #26](#)) ([Back to top](#))

29. How should dual credits be listed on a high school transcript?

Dual credit courses must be titled in one of the following ways on the high school transcript:

1. Use a combination of the college course title and the appropriate state-approved high school course title if it has been determined that the dual credit college course meets the Academic Standards for the corresponding high school course. For example, a college-level American History course – HST 101 from Ivy Tech Community College – may appear on the high school transcript as “US History/HST 101 Ivy Tech.” In these instances, the state-approved high school course title should be listed first, followed by the college course number and the eligible institution where the credits were earned.

Note that the student’s high school transcript must reflect that the secondary credits were earned at an eligible institution.

2. If the course is taught on the college campus or through the college campus (online or by a visiting faculty member), there may be no aligned, corresponding high school course. In this situation, approved course titles by content area would read “Advanced _____, College Credit/College Course Title (Institution Name). For example, Advanced Business, College Credit/ACC 202 (BSU). Additional Advanced College Credit course titles can be found in the [State Approved Course Titles and Descriptions](#).

- These Advanced course titles are not typically used for dual credit courses taught in a high school class by high school faculty.

For more information regarding specific Advanced coursework questions, contact the IDOE for further clarification and guidance.

- Course titles may be abbreviated (e.g., Adv. Comp), but must be used in conjunction with the college course title, number,

and institution (e.g., Adv. Soc Studies CC/HST 101, Institution). Note that the maximum size for the 'State Course Name/Title electronic transcript data field is 60.

When space on the transcript is limited, it is permissible to put an asterisk or subscript notation on the high school course title and list more details about the dual credit course in a "miscellaneous" or "notes" section of the transcript to include the number of college credits earned.

Effective July 1, 2015, public secondary schools will be required to use the common electronic transcript, which will include a dual credit course designation under 'Enrollment Type'.

30. Are post-secondary institutions required to transcript dual credit coursework?

Yes. According to the [Indiana Commission on Higher Education's Policy on Dual Credit Opportunities in Indiana \(2010\)](#), postsecondary institutions are required to generate transcripts for students who enroll in dual credit courses. These transcribed courses and grades will be part of the student's academic record and potentially impact their postsecondary grade point average (GPA) and financial aid eligibility. [\(Back to top\)](#)

31. What is the new requirement that includes taking a college and career readiness assessment prior to enrolling in a dual credit course?

Before a junior determined to need remediation (based on the results of the ACCUPLACER 2014-15 Version taken during Part 1 of the testing window) in a particular subject matter may enroll in a dual credit course in the same or related subject matter, the student must re-take the examination (during Part 2 of the testing window). If the appropriate school official determines that the student does not require remediation, the student may enroll in a dual credit course. Please note that the above are guidelines for the 2015 spring assessment. For the most current information, visit: <http://www.doe.in.gov/ccr/accuplacer-and-remediation>. [IC 20-32-9 \(Back to top\)](#)

SECONDARY/POST-SECONDARY PARTNERSHIPS

32. The new rules for the Honors Diplomas call for "verifiable" dual credit courses. What does "verifiable" mean in this context?

High schools must be able to verify that a student has earned college credit for the course taken. This means that the postsecondary institution and the high school include a provision to share information about transcribed credits in their dual credit agreement/MOU. This may result in a copy of the student's college transcript that is shared with the high school, or a list of students who have earned college credits for a given semester. The high school must have some form of verification from the postsecondary institution for the course(s) in which the student was enrolled and earned college credit. [\(Back to top\)](#)

33. What is the National Alliance of Concurrent Enrollment Partnerships (NACEP), and what is the Indiana Dual Credit Accreditation Program?

[NACEP](#) is a professional organization for high schools and colleges that fosters and supports rigorous concurrent enrollment. Established in 1999 in response to the dramatic increase in concurrent enrollment courses throughout the country, NACEP serves as a national accrediting body and supports all members by providing standards of excellence, research, communication, and advocacy.

The Indiana Dual Credit Accreditation Program was developed by the Indiana Dual Credit Review Sub-committee of the Statewide Transfer and Articulation Committee (STAC) in 2010. Reviews are conducted on Indiana, non-NACEP accredited, colleges and universities that have dual credit programs which are taught in the high school setting by high school teachers during the high school day. Reviews involve standards developed around student experiences, the quality of curriculum, faculty preparation, class assessment measures, and student evaluation of the program. The Review teams are comprised of representatives from public and private institutions, ICHE, IDOE, STAC and the Center for Excellence in Leadership and Learning (CELL) at the University of Indianapolis. ([Back to top](#))

34. Do post-secondary institutions need to be compliant with either NACEP or ICHE's dual credit policy?

Yes. All postsecondary institutions and campuses offering dual credit courses in liberal arts, professional, or career-technical disciplines shall:

Maintain compliance with the [ICHE's Dual Credit Policy](#);

Demonstrate adherence to the standards advocated by [NACEP](#) to the satisfaction of ICHE;

Demonstrate ongoing adherence to this policy and NACEP standards by submitting results from regular self-audits to the ICHE; and

Be subject to state reviews conducted on a periodic - and, as needed – basis by a standing subcommittee of ICHE's STAC.

Indiana colleges and universities ensure that dual credit coursework in high schools is college level by complying with the principles set out in the ICHE dual credit policy document. View a copy of the ICHE's Policy on Dual Credit Opportunities in Indiana [here](#). ([Back to top](#))

PREFERRED PROVIDER LIST FOR HIGH SCHOOL DELIVERY

The Universities/Colleges on this list offer dual credit courses in the **high school**. These classes are taught **by high school teachers** to **high school students** throughout the **regular high school day**. These

Universities/College dual credit programs have received accreditation through the National Alliance of Concurrent Enrollment Programs (NACEP) or through the Indiana Dual Credit Accreditation Program.

Public Universities:

Ball State University
Indiana State University
Indiana University-Bloomington
Indiana University-East
Indiana University-Kokomo
Indiana University-Northwest
Indiana University-South Bend
Indiana University-Southeast
IPFW

Ivy Tech Community College (system)
Purdue University-West Lafayette
Purdue University-Calumet
Purdue University-North Central
University of Southern Indiana
Vincennes University

Independent Universities/Colleges:

Anderson University
Trine University

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